

Community Services Advisory Board Meeting Minutes
Thursday September 13th, 2018
10:00am @ JVCC Board Room
300 West 1st

Call To Order: Kristi Bitterman called the September 13th, 2018 Community Services Advisory Board Meeting to order at 10:00am

Members Present: Kristi Bitterman, Sharon Rehorst, and Mark Limberg

Members Absent: Sonya Moller, Whitney Bruinsma, and Allan Olson

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion Made by Mark Limberg, second by Sharon Rehorst to approve the agenda as presented. All members present voting aye, motion carried.

Meeting Minutes: Motion made by Sharon Rehorst, second by Mark Limberg to approve the July meeting minutes. All members present voting aye, motion carried.

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1. **Summer Buss Pass**

The number of passes sold this year was down by 2, but the dollars amount remained the same as last year. Actual rides were also down 124 rides. The average cost per ride is \$1.14.

2. **Palace Transit Contracts**

Members were given a copy of the Palace Transit Contracts that are due in the next few months. Motion was made by Sharon Rehorst, second by Mark Limberg to approve all contracts. All members present voting aye, motion carried.

3. **Discretionary Grant**

The Discretionary Grant has been approved by the state & we are still waiting to hear about the Formula Funding. From the list of items that were already approved, they asked that we hold off on the cameras and the radios until we find out if the Formula Funding comes through. All other items approved will start in 2019.

4. **Budget**

City Department 2019 Budgets have all been submitted and the Community Services Budget was approved. The dollar amount looks high for the Community Services Department, but grants will cover much of the expenses for 2019.

5. **Vendor Show**

The fall vendor show is full, with mostly returning vendors. The fall show is November 10th, at the James Valley Community Center, from 9:00am to 3:00pm. JVCC will be doing a bake sale and there will also be food served.

6. **Nutrition Name Change**

The state has requested that all nutrition programs change their name to the Adult Nutrition Program. Many adults don't participate because they feel they are not a senior yet. By changing the name they hope to draw the

younger seniors to the program. Motion was made by Mark Limberg, second by Sharon Rehorst to change the program name to "Adult Nutrition Program." All members present voting aye, motion carried.

7. Nutrition Conference

Jessica recapped for the board the Nutrition Directors Conference she attended last week in Sioux Falls. She explained how the nutrition program in Sioux Falls does not take reservations and they serve from 11:00am-1:00pm. Their numbers have gone up since they started. Members suggested we talk to our caterer and see if anything like this would be possible for us to try. Jessica also covered the Mailing Campaign that they do in Rapid City. They have a company out of Texas take care of the mailing, asking for donations for the program. They have had great response and suggested the entire state participate. They would base it out of their program and the fee would be split and then donation would be distributed from there.

8. JVCC Membership Fees

Maria and Kim put together a proposal for a JVCC membership rate change. The changes would be \$75 for a couple instead of the \$80. This will give a couple an incentive to both join and not just one of them. The individual rate would stay at \$40. The Lifetime Membership would go from a scheduled amount to a flat rate of \$400 per person or \$700 per couple. Motion was made by Sharon Rehorst, second by Mark Limberg to approve the JVCC Membership rate changes. All members present voting aye, motion carried. Tammy from the Department of Revenue is looking into whether we need to start charging tax on the membership fees or not since we are not a Senior Center any more. We will report her finding at the next meeting.

9. College Fair

Jessica, Maria, and Kim participated in the DWU and MTI Open Houses for the students. They promoted the Community Center and the Mitchell Volunteer Program since both are now 18 and over. On September 25th the JVCC will be having a College Night to draw in the younger crowd.

10. Citizens Input

Whitney Bruinsma has resigned from the board, so we are now two members short. It is up to the Mayor to find replacements for the board. Three pop up banners have been purchased for the Community Services Program, JVCC, and Palace Transit.

11. Department Reports And Updates

11.I. Palace Transit

The year to date Ridership Reports were given to the board members to look over. The report breaks down the rides by special emphasis, elderly riders, handicap riders, general public, school-age, unduplicated under 59, elderly unduplicated over 60, total riders and miles. For July we are down 2,085 rides and down 264 on miles. For the year we are behind on rides by 5,129 and miles are ahead by 3,127. Head Start has now started and we are using the programs bus. We are in the processes of hiring a part-time driver for the position.

11.I.i. MVP

Copies were given out to the members of the MVP Monthly Coordinators Report. The monthly coordinators report shows the volunteer opportunities for July & August. We currently have 252 volunteers and 65 work stations. Board members were also given copies of the "Total Enrollment and Hours" report. Four new members were recruited in July & August.

11.I.i.1. Nutrition

The nutrition July and August report was given to each member. We are down 220 meals to our projections for the month of July and up 68 meal for August. We sold 762 second meals for the month of July and 688 second meals for August. Coborn's Deli Dine Card had 147 meals for July & 117 for August. County Fair Deli had 96 meals for July and 100 for August. We are down 458 meals compared to this same time last year. The Second Meal Program has slowed down, but hopefully with winter coming will pick up again.

11.I.i.2. JVCC

The monthly Activities Coordinator's Report was given to all the members. It shows events and activities for July thru September. The Farmers Market has been going good this year in its new location. Kim and Maria have many activities planned including Senior Day, a Fall & Holiday Fashion Show, and a fall bus trip.

Next Meeting Date: October 11th, 2018 at 10:00am

Adjournment: Kristi adjourned the meeting at 10:50am

Respectfully Submitted by:

Amy Hurt - Community Services Coordinator / City of Mitchell Community Services Department